

## 2011 Registration Form

### Basic Training & Examination for Municipal Tax Collector Qualification

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name \_\_\_\_\_

Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Municipality and County \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Telephone No. \_\_\_\_\_ Fax \_\_\_\_\_

\*Evening Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

Accessibility & Other Needs

Is Registrant a Municipal Official?  Yes  No

\*For contact regarding course cancellations that may occur after business hours.

### Course Locations:

Please be sure to mark the session you wish to attend.

- October 5-6, 2011/Westmoreland County**  
 **October 25-26, 2011/Lehigh County**

### Registration Fees:

(includes tuition, materials, examination and breaks)

- \$250 (for both days)**  
 **\$100 (for review & exam only –  
registration at 1:00 P.M. - Day 2)\***  
\*For previously Qualified Tax Collectors only  
 **Already purchased training CD and will only  
be sitting for review and exam –  
registration at 1:00 P.M. - Day 2**

Register Online at [www.palocalgovtraining.org](http://www.palocalgovtraining.org)  
or send registration and fee  
(checks made payable to PSATS) to:

**The Pennsylvania State Association  
of Township Supervisors  
4855 Woodland Drive  
Enola, PA 17025**

## Dates & Locations

If you need directions to any of the locations, please visit the facility's Web site or call the facility at the telephone number listed below.

- **October 5-6, 2011**  
**WESTMORELAND COUNTY**  
Four Points by Sheraton Greensburg  
100 Sheraton Drive  
Greensburg, PA 15601  
(724) 863-6060  
[www.fourpoints.com/greensburg](http://www.fourpoints.com/greensburg)
- **October 25-26, 2011**  
**LEHIGH COUNTY**  
Four Points by Sheraton Hotel & Suites Allentown  
Airport  
3400 Airport Road  
Allentown, PA 18109  
(610) 266-1000  
[www.fourpoints.com/allentown](http://www.fourpoints.com/allentown)

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**PA LOCAL GOVERNMENT TRAINING PARTNERSHIP**  
County Commissioners Association of Pennsylvania  
Pennsylvania League of Cities and Municipalities  
Pennsylvania Municipal Authorities Association  
Pennsylvania State Association of Boroughs  
Pennsylvania State Association of Township Commissioners  
Pennsylvania State Association of Township Supervisors

This program is presented in cooperation with the Governor's Center for Local Government Services with funds from the annual appropriation from the General Assembly to the Department of Community and Economic Development. Trainees are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

4855 Woodland Drive  
Enola, PA 17025

RETURN SERVICE REQUESTED

Governor's Center for  
Local Government Services

TRAINING PROGRAM

Tax Collector Series



## Basic Training & Examination for Municipal Tax Collector Qualification

October 2011

TWO-DAY WORKSHOP

Not Eligible For Continuing Education Credits

pennsylvania  
DEPARTMENT OF COMMUNITY  
& ECONOMIC DEVELOPMENT



## Basic Training & Examination for Municipal Tax Collector Qualification

As a municipal tax collector, you have many legal obligations and financial responsibilities that must be met in a timely manner. Whether you have served several terms in office or this is your first, you can set yourself apart from your peers by earning your Qualified Tax Collector Certificate.

Under Act 25 of 2001, and updated under Act 80 of 2006, the Pennsylvania Department of Community and Economic Development (DCED), specifically the Governor's Center for Local Government Services, was given the authority to establish a basic training, continuing education, examination and qualification program for tax collectors throughout the commonwealth. Achieving the status of Qualified Tax Collector indicates that an individual has proven his or her competence, knowledge and professionalism in the field.

This two-day workshop, which focuses on real estate, per capita taxes, and the duties of the tax collector, will help new and veteran tax collectors achieve the designation of Qualified Tax Collector. Attendees must successfully pass the examination held on the second day to receive their certificate and become a Qualified Tax Collector.

If your qualification has lapsed because you were unable to meet the continuing education requirements in 2010, you may retest. To reinstate your qualification, you must attend the review on day two and successfully pass the exam.

The Westmoreland County training will be held in conjunction with the Pennsylvania State Tax Collectors' Association 2011 Convention, scheduled for October 7 & 8, 2011 in Four Points by Sheraton Greensburg.

## Instructors

- **William Beardsley, Jr.**, President  
*State Tax Collectors Association*
- **Emiline Weiss**, President Emeritus  
*State Tax Collectors Association*

## Outline

### Day 1:

- **The office of tax collector – laws and responsibilities**
- **The taxes collected – what they are and how they can be levied**
- **Billing and collection procedures**
- **Recordkeeping responsibilities**

### Day 2:

- **Auditing procedures**
- **Accounting responsibilities**
- **Technology/computer issues**
- **Review**
- **Examination**

## Who Should Attend

Any individual, regardless of whether they hold an elected office, who wants to expand their skills and become more informed about municipal tax collection, can obtain the status of Qualified Municipal Tax Collector.

\*This workshop is not eligible for continuing education credits for any tax collector who has already received qualification status.

## Schedule

### Day 1:

- **8:30 A.M.** REGISTRATION
- **9:00 A.M.** MORNING PROGRAM
- **10:30 A.M.** BREAK
- **NOON** LUNCH (provided)
- **1:15 P.M.** AFTERNOON PROGRAM
- **2:45 P.M.** BREAK
- **4:00 P.M.** ADJOURN

### Day 2:

- **8:30 A.M.** REGISTRATION
- **9:00 A.M.** MORNING PROGRAM
- **10:30 A.M.** BREAK
- **NOON** LUNCH (provided)
- **1:00 P.M.** REGISTRATION (for those just attending the review and examination)
- **1:15 P.M.** REVIEW
- **2:00 P.M.** EXAMINATION
- **4:00 P.M.** ADJOURN

## Inclement Weather

In the event of inclement weather, please verify that the session is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Session cancellations are updated by 7:00 a.m. on the day of a course.

## Registration Information

The registration fee for this workshop (both days) is \$250 per person, which includes materials, examination lunches and breaks. The registration fee for the review and exam on day two only is \$100 per person. This option is available only to tax collectors whose qualification has lapsed because continuing education requirements were not met in 2010. Those who have a valid coupon from the purchase of a CD (original coupon must be presented with registration) may register for the review and examination on day two for no additional charge.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to PSATS and mailed along with the registration form to:

PSATS  
4855 Woodland Drive • Enola, PA 17025  
Fax: (717) 763-9732

You may also register online at [www.palocalgovtraining.org](http://www.palocalgovtraining.org). Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional courses, please visit our training calendar at [www.palocalgovtraining.org](http://www.palocalgovtraining.org).

## Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit [www.palocalgovtraining.org](http://www.palocalgovtraining.org) prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

## Cancellation/No-Show Policy

A cancellation received less than 10 business days of the session you are registered for, is subject to a \$20 processing fee for refunds. Those who cancel within two business days of the session, forfeit the full registration fee and if unpaid, will be invoiced.

## Accessibility & Other Needs

All sessions will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.